



# National Science Foundation

## *Competitive Position Vacancy*

**ANNOUNCEMENT NO:** C20020028

**OPEN:** 11/19/2001

**CLOSE:** 12/19/2001

**THIS POSITION REQUIRES 25% TRAVEL.**

**POSITION VACANT:** Auditor, GS-0511-13/14. Annual salary ranges from \$ 63,211 to \$ 97,108.

**PROMOTION POTENTIAL:** Auditor, GS-0511-14.

**LOCATION:** Office of the Inspector General, Office of Audit, Arlington, VA.

**BARGAINING UNIT STATUS:** This position is excluded from the bargaining unit and will be filled in accordance with the Merit Promotion Plan described in NSF Manual 14 (PER II-500).

**AREA OF CONSIDERATION:** All Sources. This position is open to status and non-status candidates, as well as candidates eligible for appointment under special non-competitive appointing authorities.

**DUTIES AND RESPONSIBILITIES:** The incumbent serves as an audit manager and is responsible for providing guidance and leadership to auditors who conduct financial, economy and efficiency and program audits of NSF programs and operations. Specific duties include:

- Leading audit teams in the planning, implementation and monitoring of NSF programs and activities to assess vulnerabilities in operations, processes, and systems.
- Monitoring and evaluating work plans and assignments ensuring adherence to Government Auditing Standards, and compliance with federal cost principles, administrative requirements, and other applicable federal laws and regulations. This includes reviewing work products such as audit plans, risk analyses, audit requirement determination proposals, audit work papers, draft reports, agency comments, and final audit reports.
- Preparing and/or reviewing audit reports and products to ensure that the findings and conclusions are supportable and that the recommendations are appropriate.
- Establishing and maintaining effective working relationships with NSF management, NSF program officials, in planning, conducting, and reporting on audits and reviews.

**QUALIFICATIONS REQUIRED:** The Qualification Standards Handbook for General Schedule Positions will apply. U.S. CITIZENSHIP IS REQUIRED.

- A. Successful completion of a full 4-year course of study in an accredited college or university that met that institution's requirements for a bachelor's or higher degree with a major in accounting (at least 24 semester hours in *accounting* courses); OR
- B. Four full years of study in an accredited college or university that satisfied the requirements for a bachelor's degree and included or was supplemented by 24 hours in *accounting* or *auditing* courses (of which 6 semester hours of the 24 may have been in business law); OR
- C. A combination of education and experience – at least 4 years of experience in *accounting*, or an equivalent combination of *accounting* experience, college-level education, and training that required the application of professional *accounting* theories, principles, and practices. Applicants' background must ALSO include at least one ( 1 ) of the following:

1. Twenty-four semester hours in *accounting* or *auditing* courses of appropriate type and quality. These can include up to six hours of business law.
2. A certificate as a 'Certified Public Accountant' or 'Certified Internal Auditor' obtained through written examination.
3. Completion of the requirements for a degree with major study in *accounting*, *auditing* or a related field that includes substantial course work (at least 15 semester hours) in *accounting* or *auditing*, but that does not fully satisfy the 24 semester hour requirement, provided that (a) the applicant has successfully demonstrated the ability to perform the work of the full performance level in *accounting*, *auditing* or a related field; (b) the applicant has successfully demonstrated a good knowledge of *accounting* and related fields that equal that which is normally associated with successful completion of the 4-year degree and (c) except for literal nonconformance to the requirement of 24 semester hours in *accounting*, the applicant's education, training, and experience fully meet the specified requirements.

**Specialized experience:** is work consisting of a systematic examination and appraisal of financial records, financial and management reports, management controls, policies and practices affecting or reflecting the financial condition and operating results of an activity; or analytical work related to the development and execution of audit policies and programs, requiring the application of professional accounting knowledge, standards and principles. **Time-in-Grade Requirement:** status candidates must also have completed one year of service in a position at the next lower grade in the normal line of promotion progression for this occupation.

***Applicants are encouraged to specifically address each quality-ranking factor listed below by providing a narrative statement showing how they satisfy each individual factor.***

#### **QUALITY RANKING FACTORS:**

1. Professional knowledge of accounting and auditing principles, theories, techniques, and practices as they relate to grant and contract audits.
2. Demonstrated ability to perform grant and contract audits to ensure compliance with federal cost principles and administrative requirements.
3. Ability to oversee OIG staffs work in the performance of financial economy and efficiency and performance audits.
4. Ability to serve as a project leader in order to coordinate and integrate the work of others.
5. Ability to communicate and present ideas clearly and concisely, both orally and in writing.

**BASIS FOR RATING:** Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors. Current performance appraisal and awards may also be used in the evaluation process.

**CONDITIONS OF EMPLOYMENT:** Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year probationary period may also be required. Satisfactory completion of a one-year supervisory probationary period may also be required.

**HOW TO APPLY:** You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). Status candidates must also submit a *Notification of Personnel Action* (SF-50), showing competitive status, and a current Performance Appraisal. In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information:

- Your country of citizenship.
- Your social security number.
- Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s) and SUBMIT COLLEGE TRANSCRIPTS SHOWING TYPES OF COURSES COMPLETED. If no degree, show total credits earned and indicate whether semester or quarter hours.
- Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately.
- If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held.
- The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below.

**If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

Status candidates who wish to be considered under both merit promotion and delegated competitive examining procedures must submit two complete applications. If only one application is received, it will be considered under the merit promotion program.

Applicants who are eligible for appointment under special non-competitive appointing authorities must clearly specify their specific eligibility and provide proof with application. Otherwise, the application will be considered under competitive procedures.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement - Applicants applying for special selection priority under the Interagency Career Transition Assistance Program must submit proof of eligibility (i.e., RIF separation notice, *Notification of Personnel Action* (SF-50) stating you were separated by RIF, OR a letter from your agency documenting your special selection priority status); copy of your current performance appraisal; and documentation of promotion potential in the position from which separated. To be determined well qualified to receive special selection priority for this position, you must meet all qualification and eligibility requirements, all selective factors, and be rated at the above average level or higher in each quality-ranking factor.

**Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply. Veteran candidates should attach a copy of your DD-214; and, if applicable, *Application for 10-Point Veteran's Preference* (SF-15), along with documentation specified on the form. (This is not necessary for status candidates for consideration under merit promotion procedures). Failure to submit this documentation may result in non-consideration for this position.**

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number ?. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Yvonne Woodward on (703) 292-4386. Hearing impaired individuals may call TDD (703) 292-8044.

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